



**City Clerk**

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 - (262) 763-3474 fax

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**CITY OF BURLINGTON  
Committee of the Whole Minutes  
Jeannie Hefty, Mayor  
Diahnn Halbach, City Clerk  
Tuesday, February 4, 2020**

1. **Call to Order - Roll Call**

Council President Jon Schultz called the Committee of the Whole meeting to order at 6:30 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: Mayor Hefty.

Student Representatives: Present - Thomas Martin (BHS), Peter DeSmidt (CCHS). Excused: None.

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Assistant City Administrator/Zoning Administrator Megan Watkins, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Utility Manager Donnie Hefty, Police Chief Mark Anderson, Fire Chief Alan Babe, Library Director Joe Davies, Building Inspector Gregory Guidry, and City Intern Nicholas Faust.

2. **Citizen Comments** - NONE

3. **Approval of Minutes** - To approve the January 21, 2020 Committee of the Whole Meeting Minutes.

Motion: Alderman Bauman. Second: Alderman Rauch. With all in favor, the motion carried.

4. **MOTIONS:**

A. **Motion 20-955** - To approve a donated LUCAS Chest Compression System from Aurora Health Care Southern Lakes, Inc., dba Aurora Medical Center of Burlington.

Chief Babe introduced the motion and provided a brief overview of the device stating that the LUCAS device is a mechanical chest compression system that helps emergency care teams save lives by ensuring consistent compressions are constantly being administered and helps to reduce the risk of back injuries to caregivers. Chief Babe then introduced Bob Miller, President of Aurora. Several representatives from Aurora were also present. Miller gave a brief speech and presented the device to Chief Babe. Photos of the occasion were taken.

5. **DISCUSSION:**

- 2019 Update from the Racine County Economic Development Corporation (RCEDC) regarding the Revolving Loan Fund (RLF) Grant Program.

Administrator Walters stated that Resolution 4994(47) would be discussed at this time as well, and then introduced Carolyn Engel, RCEDC, to begin the discussion. Engel reviewed the 2019 year end

report on Burlington's Revolving Loan Fund (RLF) and then explained the proposed changes to the manual which included putting more emphasis on small businesses and eliminating loans to non-profits and reduce the grant amount from \$15,000 to \$10,000.

Alderman Meyer asked why non-profits were being eliminated. Engel replied that there is limited funding and wanted to place more emphasis on growing businesses and that the funds haven't been successful with non-profits. Alderman Heft stated that non-profits could create a job which would fill one of the requirements. Alderman Rauch suggested making it a requirement to create a job as a non-profit. Alderman Schultz asked if meeting just one of the requirements qualifies for the RLF grant. Engel responded that they would like to see them meet at least two of the requirements. Alderman Schultz suggested stricter requirements and could discuss further during the strategic planning process. All agreed that reducing the grant amount to \$10,000 was a good idea. Alderman Schultz stated that changes would be presented at the February 19, 2020 Common Council meeting.

Bev Gill, 6641 Wheatland Road, Burlington, WI 53105, Representative for the Burlington Cemetery, stated they became a non-profit last year and was planning to apply for the RLF grant in 2020 in order to repair the mausoleum, which has an estimated cost of \$83,000 to repair. Gill wanted to know if there was anything the City could to help with the cost.

6. **RESOLUTIONS:**

- A. **Resolution 4990(43)** - To approve authorizing a depository and signatories for the City of Burlington at Hometown Bank, Wautoma Wisconsin.

Director DeQuaker provided background information stating that the City of Burlington began using LifeQuest as it's third party provider for EMS billing related to Ambulance Emergency Care Services and Supplies, and as part of that service, LifeQuest uses Hometown Bank in Wautoma, WI as it's depository for collections related to billing for those services. DeQuaker further stated that per statute, depositories of the City must be approved by resolution of the Common Council.

- B. **Resolution 4991(44)** - To approve a contract with Rapp Consulting Group to conduct the 2020 Strategic Planning Session.

Administrator Walters stated that Craig Rapp conducted the last Strategic Planning Session in 2015 for the City of Burlington and was directed by the Mayor and Common Council to contact him again to facilitate the 2020-2023 Plan. Walters further stated that the Strategic Planning Retreat will be April 17 and April 18; however, further details will be forthcoming after approval of a contract with the facilitator.

- C. **Resolution 4992(45)** - To approve the Annual Contract between the City of Burlington and the Racine County Economic Development Corporation (RCEDC) for 2020 Economic Development Initiatives in the amount of \$47,800.

Walters introduced the resolution for the annual contract. Jenny Trick, RCEDC, then provided an overview of the activities completed by RCEDC for the City of Burlington in 2019 and reviewed the five main categories of Business Growth, Talent Recruitment, Leadership and Relations, Business Finance, and Special Projects.

- D. **Resolution 4993(46)** - To approve a Revolving Loan Fund Grant in the amount of \$15,000 and Loan in the amount of \$71,775 to the Jean Dibble Portrait Studio, LLC for a total not-to-exceed amount of \$86,775.

Karmin Garstecki, Loan Officer for RCEDC, outlined the applicant's project and stated that Jean Dibble has submitted her request to assist with the purchase and renovations of the property located at 524 Milwaukee Avenue and 581 N. Pine Street, which is a four unit building containing two

commercial storefronts on the lower lever and two residential units on the upper level. Garstecki stated that Dibble intends to occupy one of the residential units and will utilize one of the storefronts for her art studio. The second store storefront is currently occupied by a hair salon and the other residential unit is also occupied, both long term tenants. Jean Dibble was also in attendance to help answer questions.

Alderman Grandi asked if Dibble was in the process of purchasing. Dibble responded that she is working with realtors. Alderman Heft asked Dibble what kind of improvements she would be doing that amounts to \$71,000. Dibble responded that those dollars would be allocated toward the mortgage, while the matching grant would be used for furnace and water heater repairs.

- E. **Resolution 4994(47)** - To approve changes to the City of Burlington Revolving Loan Fund (RLF) Manual.

This item was discussed during the discussion regarding the update from RCEDC.

- F. **Resolution 4995(48)** - To approve the BHS1 Program Agreement between City of Burlington Fire Department and Burlington High School.

Chief Babe reviewed the background history of the BHS1 Program and then introduced Troy Everson to further explain the program. Everson provided a brief overview of the program stating that the program was designed due to aging BRS members and provided an opportunity for students to learn valuable experience in EMS and the opportunity to continue on as a member of rescue services, if they so chose. Everson stated that this is the second program in the nation and that since it's inception in 2012, 147 EMT's have graduated.

7. **ORDINANCES:** NONE

8. **ADJOURNMENT**

Motion: Alderman Kott. Second: Alderman Meyer. With all in favor, the motion carried and the meeting adjourned at 7:56 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington